ATTACHMENT B

REQUEST FOR BOARD OF COMMISSIONERS ACTION
ADMINISTRATIVE REVIEW

# TO BE COMPLETED BY DEPARTMENT

Date Submitted: **March 31, 2008**

Department Name: Drain Commissioner

Action Requested: Authorization to change department name

Deborah Shad 222-6862

Prepared by/Phone Number

Department Head Signature

***CHECK OFF LIST FOR REQUIRED ITEMS:***

*SECTION I ITEMS INCLUDE: (**One Original**)*

X Department Head Signature on Request for Board Action

X Resolution

X Cover Memorandum

_____ Disk or Directory -Saved As: _____ (Must spell out directory)

*SECTION II ITEMS INCLUDE**: (*Minimum of two originals, plus four copies**)*

_____ Position title, control number and union affiliation (Required of all personnel related requests)

_____ Salary projection (required for grant applications and revisions if different from application and any requests affecting a department's personnel budget)

_____ Requested action includes contract/lease and contracting party has agreed to the terms contained therein. *

_____ Requested action includes grant application/grant award or other supportive documentation.*

**COUNTY ADMINISTRATOR**
220 NORTH MAIN STREET, P.O. BOX 8645
ANN ARBOR, MICHIGAN 48107-8645
(734)996-3055
FAX (734)994-2592

TO: Barbara Bergman, Chair
Ways & Means Committee

THROUGH: Robert E. Guenzel
County Administrator

FROM: Janis A. Bobrin, Drain Commissioner

DATE: April 16, 2008

SUBJECT: Change in Title of Office From "Drain Commissioner" to "Water Resources Commissioner"

**BOARD ACTION REQUESTED:**

- Request authorization to change the name of the Office of the Drain Commissioner to the Office of The Water Resources Commissioner and the designated elected official/department head name to Water Resources Commissioner.

**BACKGROUND:**

- Act 51, Public Acts of 2007, was signed into law on August 28, 2007. It amends Act 40 of 1956, the Michigan Drain Code, to allow a county board of commissioners, by resolution and with consent of the Drain Commissioner, to change the name of the "Office of County Drain Commissioner" to the "Office of Water Resources Commissioner" if that county's drain commissioner performs functions in addition to acting as a drain commissioner. The legislation is attached. Relevant language is contained in Section 21 (8).

**DISCUSSION:**

- In Washtenaw County, the Drain Commissioner is responsible for a range of functions in addition to construction, operation and maintenance of the County's drain systems. These include operation of lake levels, and implementation of Federal Clean Water Act mandates including the County's Phase II Stormwater Permit and compliance with Total Maximum Daily Loads. The designation of Water Resources Commissioner better represents all of the services this office provides to the citizens of Washtenaw County.

**IMPACT ON HUMAN RESOURCES:**

- Required changes to job description, position identification, et cetera, can be addressed administratively.

**IMPACT ON BUDGET:**

- Total estimated cost is $1350. This includes $700 to update signage for Zeeb Rd. building and on vehicles and $650 for reprinting of letterhead and business cards. All costs will be absorbed within the Drain Commissioner's current budget. Note that, with the exception of letterhead, all printed materials reflecting the name "Drain Commissioner" will be used until gone.

**IMPACT ON INDIRECT COSTS:**

- There will be no impact on indirect costs

**IMPACT ON OTHER COUNTY DEPARTMENTS OR OUTSIDE AGENCIES:**

- There will be no impact on other County departments or outside agencies.

**CONFORMITY TO COUNTY POLICIES:**

- There are no county policies applicable to the requested action.

**ATTACHMENTS/APPENDICES:**

- Resolution
- Public Act No. 51 of 2007

***A RESOLUTION AUTHORIZING THE DRAIN COMMISSIONER TO CHANGE THE NAME OF THE OFFICE AND ELECTED OFFICIAL/DEPARTMENT HEAD DESIGNATION***

**WASHTENAW COUNTY BOARD OF COMMISSIONERS**
***APRIL 16, 2008***

WHEREAS Act 40 of 1956 as amended by Act 51 of 2007, permits a county board of commissioners to change the name of the "Office of County Drain Commissioner" to the "Office of Water Resources Commissioner" if that county's drain commissioner performs functions other than acting as a drain commissioner; and

WHEREAS Washtenaw County Drain Commissioner Janis Bobrin has requested the Board to change the name of the "Office of County Drain Commissioner" to the "Office of Water Resources Commissioner"; and

WHEREAS this change in name will better reflect the range of the services this office provides to the citizens of Washtenaw County; and

WHEREAS there is no impact to other County departments or outside agencies; and

WHEREAS the cost to update signage for Zeeb Rd. building and vehicles and the additional cost to update printed material, $1350, will be absorbed by the office within approved budget based on the budget reduction schedule; and,

WHEREAS the total amount of time to complete this transition including replacing signage at the Zeeb Rd. facility and applicable vehicles is 3 to 5 months

NOW THEREFORE BE IT RESOLVED that the Washtenaw County Board of Commissioners hereby changes the name of the Office of the Drain Commissioner to the Office of the Water Resources Commissioner;

BE IT FURTHER RESOLVED that the Board hereby changes of the name of the elected official/department head to Water Resources Commissioner.